

Date Posted: 6/15/2015
Department: Administration
Job Title: Assistant County Attorney
Location: Kiowa, CO
Salary: \$60,000 DOQ
Applications accepted until: 6-29-15

Elbert County is an Equal Opportunity Employer

If interested, please submit applications and resumes to:

Elbert County Government
215 Comanche St.

PO Box 7

Kiowa, Colorado 80117

Or email: dianna.hiatt@elbertcounty-co.gov

If you have any questions please call (303) 621-3150

**Elbert County Government
Job Description**

Assistant County Attorney

FLSA Status: Exempt

Salary: \$60,000 + /YEAR DOQ

Department: Legal

Date Originated: 05/08/2015

Approved by: BOCC

Date Revised: NA

GENERAL STATEMENT OF DUTIES:

The Board of County Commissioners of Elbert County, Colorado and the Elbert County Department of Health and Human Services, seeks to consider qualified applicants for a full-time Assistant County Attorney. This position will perform a variety of complex, high level administrative, technical and professional work in advising and representing the Elbert County Department of Health and Human Services Department. The selected applicant will be responsible for all phases of Dependency and Neglect actions, Child Support Enforcement and Adult Protection litigation. The incumbent will also support the County Attorney in conducting other litigation, performing legal research, attending meetings and providing legal advice as assigned.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

(The following examples are illustrative only and are not intended to be all-inclusive.)

- Participate in various types of litigation and administrative hearings, including child welfare, adult protection and child support matters in support of the Elbert County Department of Health and Human Services.
- Assist County Attorney in the administration and supervision of county legal department consistent with policies of county and within budget provided; maintain effective working relationships with public officials, county employees, state employees and the general public.

- Research and apply knowledge of federal and state statutes and regulations relating to county government, contracts, employment, land use and zoning, code enforcement, environment, finance, family law and general law.
- Prepare legal documents and correspondence such as briefs, pleadings, contracts and other legal documents and correspondence; analyze and render opinions regarding comprehensive legal documents; and negotiate.

Health and Human Services Tasks:

- Represent the Department of Health and Human Services in court and at local and state administrative hearings.
- Meet with Caseworkers, Child Support Specialists, Environmental Health Specialist, Supervisors and Director to prepare cases for hearings, trials and appeals.
- Prepare briefs, pleadings, contracts, stipulations and other legal documents for the Child Welfare, Adult Protection and Child Support Units as well as the Environmental Health program.
- Act as liaison between the Department of Health and Human Services and judicial system, other attorneys and agencies as required.
- Advise Director and supervisors about federal and state laws, changes with these laws, advise on the Americans With Disabilities Act, merit system, personnel matters, worker's compensation and any other legal matters that may arise.
- Performs other duties as required or assigned by the County Attorney and Director of Health and Human Services.

Assistant County Attorney Tasks:

- Under the direction of the County Attorney provide professional advice to Elected Officials, County Manager and County Department Heads, and other county government agents as authorized; assist Elected Officials and Department Heads to ensure compliance with all laws and ordinance; advises County officials and Department Heads of changes to state or Federal laws and regulations affecting county operations.
- Attends Board of County Commissioner meetings, department head meetings, and other meetings as requested.
- Researches, analyzes and interprets legal documents and matters. Reviews, evaluates and drafts complex contractual agreements on behalf of Elbert County; interprets contract provisions. Evaluates complex legal issues; advises appropriate Elbert County personnel on recommended or required courses of action; issues legal opinions or briefs for review by the County Attorney; assists Elbert County departments with legal inquiries or problems
- When directed by the County Attorney, draft and approve policies, ordinances, regulations, resolutions, contract agreements, deeds, leases, franchises, etc., review documents prepared by other agencies or parties and provide contracts as to legal form as well as provide legal advice as to substance.
- Assists the County Attorney in litigation and hearings when requested, including but not limited to code enforcement, unemployment hearings, worker's compensation, liability claims, and appeals.
- Assists County Attorney in carrying out supervisory responsibility in accordance with Elbert County policies, procedures and applicable laws including: interviewing, hiring and training, planning, assigning and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems.

- Assists in managing and ensuring an efficient and effective workflow in support of the County Attorney, County Manager and Board of County Commissioners, and establishes and maintains effective working relationships with Elbert County staff and representatives from outside agencies.
- When requested, represents Elbert County at various functions such as making speeches at civic and business associations, meeting with influential persons within the community, developers, officials, citizens, and representatives of the press, to establish goodwill and resolve/respond to issues.
- Assure assigned area of responsibility is performed within budget; monitor revenue and expenditures in assigned area to assure solid fiscal control; assure effective and efficient use of budgeted funds, personnel, materials, facilities and time.

KNOWLEDGE, SKILLS & ABILITIES:

- Knowledge of and skill in statutory interpretation and legal research.
- Knowledge of Federal and Colorado state statutes, case law, rules, regulations, and procedures regarding county government, environment, child welfare, adult protection and child support.
- Must possess excellent writing skills and ability to communicate effectively with the County Attorney, Board of County Commissioners, elected and appointed officials, boards and committees, and other Elbert County employees.
- Organization and supervisory skills.
- Ability to exercise sound and professional judgment in conformance with Elbert County policies and procedures and ethical principles including discretion, critical, insightful, and analytical consideration of issues confronting Elbert County, elected and appointed officials, and department heads.
- Must possess a high level of maturity and a professional approach to issues and problems, must show patience and tolerance when working through the multitude of issues that confront Elbert County and the Department of Health and Human Services, within an intense and fast paced environment.
- Establish and maintain effective working relationships with other Elbert County employees, representatives of other agencies and organizations, and members of the community.

RESPONSIBILITY:

The incumbent works under the general supervision of the County Attorney for county related items and under the general supervision of the Director of Health and Human Services regarding Child Welfare, Adult Protection and Child Support matters. Environmental issues will be supervised between the County Attorney, County Manager and Director of Health and Human Services as this area falls under county relations as well as environmental and health relations.

PERSONAL WORK RELATIONSHIPS:

This position requires contact and professional communications with family members, legal professionals, members of the judicial system and other members of the department and county government as well as the general public.

EDUCATION, EXPERIENCE AND CERTIFICATIONS:

Education: Law Degree (J.D. or LL.B.) degree from an accredited university.

Experience: Three years practice of law with a minimum of two of the years of experience directly related to state, county or local government, child welfare, adult protection and child support or family law. Litigation experience preferred.

Certifications: Active member in good standing with the State Bar of Colorado. Admitted to practice law in all Colorado Courts and the U.S. District Court for the District of Colorado.

PREFERRED QUALIFICATIONS: Experience in representing Colorado counties.

ADDITIONAL REQUIREMENTS:

- Valid Colorado Driver's License
- Acceptable Motor Vehicle Record
- Must be able to pass a criminal background check
- Bilingual a plus
- Tri-annual compliance with Continuing Legal Education (CLE) requirements

PHYSICAL EFFORT, WORK ENVIRONMENT:

Incumbent is required to attend meetings and trainings within the county and state as necessary and maintain hours needed for annual certification. Individual performs remainder of work indoors in a controlled standard office environment. Appearances at court and legal proceedings are required. Incumbent may encounter angry, hostile clients and verbal abuse.

Physical Requirements of Position:

The following are some of the physical demands commonly associated with this position.

Driving:	Occasionally
Balancing:	Frequently
Bending/Stooping:	Frequently
Twisting:	Frequently
Squatting/Crouching:	Occasionally
Kneeling:	Occasionally
Crawling:	Occasionally
Climbing Stairs:	Occasionally
Climbing Ladders:	Occasionally
Reaching:	Frequently
Standing/Walking:	Frequently
Lifting:	Occasionally
Lifting:	1 lbs. minimum/30 lbs. maximum
Carrying:	1 lbs. minimum/30 lbs. maximum
Push/Pull:	1 lbs. minimum/30 lbs. maximum

Salary: \$5,000 per month DOQ

Probation Period:

Initial 6 months with potential of one 6-month probationary period extension based on Supervisor recommendation and County Manager approval.